

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- 99124 TASK NO. 122 AMENDMENT	710-632-60-01-89	99

TASK TITLE: (NTE 80 characters; include Project name)

**Strategic Technology Portfolio Planning and System Study Development**

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

Patrick C. Schwartz

DATE 8/6/99

ORG CODE 710.2

MAIL CODE 710.2

PHONE

301-286-0172

BRANCH HEAD

Gary L. Martin

DATE 8/9/99

CODE

710

PHONE

301-286-3215

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Robert S. Lehair, Jr.

DATE 8/13/99

CODE

560

PHONE

301-286-6588

FLIGHT HARDWARE, CRITICAL G&E OR SOFTWARE?

(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

CONTRACTING OFFICER'S QUALITY REP.

Larry Moore

DESIGNATED FAM:

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: AUG 23 1999

Contractor will develop specification or statement of work under this task for a future procurement.

[X] NO [ ] YES

Flight hardware will be shipped to GSFC for testing prior to final delivery.

[ ] NO

[ ] YES

[X] N/A

Government Furnished Property/Facilities:

[X] NO

[ ] YES

SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance:

[ ] NO

[X] YES

If yes:

[ ] TOTAL

[ ] PARTIAL

If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached:

[X] NO

[ ] YES

Highlighted Contract Clauses:

(to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be August 23, 1999.

**INCENTIVE FEE STRUCTURE (check one)**

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	X No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 295,194.

The target fee of this task order is \$ 3,284.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 298,478.

The maximum fee is \$ 4,800.

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Lorrie L. Eakin*

11/13/00

Lorrie L. Eakin  
Contracting Officer

SIGNATURE OF CONTRACTING OFFICER

DATE

TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE

DATE

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QSS Group, Inc.	NASS- 99124	122	

Applicable paragraphs from contract Statement of Work: Functions 1A1a,b,c,d; 1A2a;1C1a,b; 2B1a

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

**Strategic Technology Planning**

Develop a detailed methodology for strategic technology portfolio planning that will provide tracability to Enterprise needs and justification based on system engineering data. Investigate methodologies in place in industry or academia and use this information to improve the investment methodology and to learn how best to implement this methodology. Work with Cross Enterprise Technology Office (CETO) staff and Thrust Area Managers (TAMs) to configure the investment strategy to best fit the Cross Enterprise Technology Development Program's (CRTDP) needs.

**System Study Development**

Define the important elements of a system study and the processes involved in conducting system studies. Travel to the various NASA, industry and government research centers to collect samples of system studies and to talk with system engineering and analysis groups to obtain additional information. Determine how the system studies will support the technology investment process.

**PERFORMANCE SPECIFICATIONS:**

Deliverables shall be provided in hard copy format and electronically (using Microsoft Office) via e-mail to Patrick.C.Schwartz@gsfc.nasa.gov.

Status reports shall list all ongoing activities that the contractor has participated in, and status and recommendations for each.

Quarterly status reports shall be presented orally, with vugraphs and hard copies.

**APPLICABLE DOCUMENTS:**

None

**TASK END DATE:** 8/31/00

**MILESTONES/DELIVERABLES AND DATES:**

Trips Reports	30 days following completion of trip
Status Reports	1st of the Month
Quarterly Status Review	1st of each Quarter (beginning October 1, 1999)

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery of above.

**Technical:** ATR's acceptance of above.

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Chris Schwartz, building 3, room 210